

NSLS OHSAS Job Risk Assessment

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| | | | | | | |
|---|--------------------------------------|---|----------------------|--------------------------|--------------------|-------------------------------|
| Name(s) of Risk Team Members: N. Gmür, P. Gross, Y. Koh, L. Miller, W. Morrin, C. Nielson, L. Rogers | Point Value → Parameter ↓ | 1 | 2 | 3 | 4 | 5 |
| Job Title: Office Work Job Number or Job Identifier: LS-JRA-0040 | Frequency (B) | ≤once/year | ≤once/month | ≤once/week | ≤once/shift | >once/shift |
| Job Description: General Office Work | Severity (C) | First Aid Only | Medical Treatment | Lost Time | Partial Disability | Death or Permanent Disability |
| Training and Procedure List (Optional): | Likelihood (D) | Extremely Unlikely <<1x/20yrs | Unlikely 1x/20yrs | Possible >1x/10-20yrs | Probable 1x/yr | Multiple >1x/yr |
| Approved by: W. R. Casey Date: 8/12/2005 Rev. # 1 Revision Log | | | | | | |
| Stressors (if applicable, please list all): | | Reason for Revision (if applicable): | | | Comments: | |

| | | Before Controls | | | | | | After Initial Controls | | | | | | After Additional Controls | | | | | | |
|-----------------|--------|-----------------|---------------|-------------|------------|--------------|---------------|------------------------|---------------|-------------|------------|--------------|---------------|---------------------------------------|---------------|-------------|------------|--------------|---------------|------------------|
| Job Step / Task | Hazard | Stressors Y/N | # of People A | Frequency B | Severity C | Likelihood D | Risk* AxBxCxD | Initial Controls | # of People A | Frequency B | Severity C | Likelihood D | Risk* AxBxCxD | Control(s) Added to Reduce Risk | # of People A | Frequency B | Severity C | Likelihood D | Risk* AxBxCxD | % Risk Reduction |
| | | | | | | | | | | | | | | | | | | | | |

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| | | Stressors Y/N | # of People A | Frequency B | Severity C | Likelihood D | Risk* AxBxCxD | | # of People A | Frequency B | Severity C | Likelihood D | Risk* AxBxCxD | | # of People A | Frequency B | Severity C | Likelihood D | Risk* AxBxCxD | % Risk Reduction |
| Typing, computer work, drawing, phone use. | Repetitive motion injuries | N | 1 | 5 | 3 | 3 | 45 | Ergonomically designed work station, ergonomic evaluations, speaker phones /headsets, work breaks(pauses, exercise, switching tasks), Tier I inspections | 1 | 5 | 2 | 2 | 20 | | | | | | | |
| Typing, computer work, drawing | Eye strain | N | 1 | 5 | 2 | 3 | 30 | Proper lighting, position of lights, position & angle of monitor, glare reducing monitor covers, Tier I inspections | 1 | 5 | 1 | 2 | 10 | | | | | | | |
| Troubleshoot and maintain copiers, fax machines, and printers | Burns from machines, cuts, abrasions | N | 1 | 3 | 2 | 4 | 24 | Follow manufacturer's instructions, allow machines to cool off, call vendor or ITD for repairs | 1 | 3 | 2 | 3 | 18 | | | | | | | |
| General occupancy | Air quality, respiratory issues | N | 1 | 5 | 2 | 3 | 30 | Proper ventilation, cleaning ducts as necessary, heating and cooling system maintenance, janitorial services, keep running vehicles away from air intakes (use postings) | 1 | 5 | 1 | 3 | 15 | | | | | | | |

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| Light manual lifting, filing, and other general office work | Overexertion injuries caused by excessive lifting, pushing, pulling, holding, and carrying. | N | 1 | 4 | 3 | 3 | 36 | Proper lifting techniques, back safety training, use of carts or hand truck | 1 | 4 | 2 | 3 | 24 | | | | | | | |
| | Falls on same level, falls from step stool | N | 1 | 4 | 2 | 4 | 32 | Housekeeping, Tier I | 1 | 4 | 2 | 3 | 24 | | | | | | | |
| | Bodily reaction injuries from bending, climbing, slipping without falling | N | 1 | 4 | 2 | 3 | 24 | Proper lifting techniques | 1 | 4 | 2 | 3 | 24 | | | | | | | |
| | Cuts, abrasions, bumps and bruises | N | 1 | 4 | 1 | 3 | 12 | Minimize sharp edges | 1 | 4 | 1 | 3 | 12 | | | | | | | |
| | See LS-JRA-0018 : "Material Handling – Manual" | | | | | | | | | | | | | | | | | | | |
| Use of hand tools (screwdrivers, pliers, allen keys) | See LS-JRA-0014 : "Hand Tool Use" | | | | | | | | | | | | | | | | | | | |
| Use of glues, cleaning agents | See LS-JRA-0021 : "Use of Commercial Chemical Products" | | | | | | | | | | | | | | | | | | | |
| Use of laser pointers | See LS-JRA-0033 : "Work with Lasers" | | | | | | | | | | | | | | | | | | | |
| Light manual lifting walking up and down stairs | See LS-JRA-0038 : "Walking" | | | | | | | | | | | | | | | | | | | |
| BNL vehicle use | See LS-JRA-0039 : "BNL Vehicle Use" | | | | | | | | | | | | | | | | | | | |

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| | | | | | | | | | | | | | | | | | | | | | |
| Further Description of Controls Added to Reduce Risk: | | | | | | | | | | | | | | | | | | | | | |
| *Risk: | 0 to 20 Negligible | 21 to 40 Acceptable | | | | | | 41 to 60 Moderate | | | | | 61 to 80 Substantial | | | | | 81 or greater Intolerable | | | |